

## EMPLOYEE NOTIFICATION FORMS AVAILABLE ONLINE

K-WC 530 (Rev. 6-12)

### Important Information for Employers Regarding Forms K-WC 27 and K-WC 270 (Spanish)

Kansas law requires employers to provide information to employees about what to do if they experience a work-related accident. Employers must provide form K-WC 27 and/or K-WC 270, which advise workers about their rights and responsibilities if injured on the job. Both of these forms are available for employees online at [www.dol.ks.gov](http://www.dol.ks.gov).

The Legislature mandated under K.S.A. 44-5,102 (c): "The commissioner of insurance shall distribute a copy of such information to each insurance company authorized to transact workers compensation insurance in this state and each group-funded self-insurance plan. Each such insurance company and group-funded self-insurance plan shall reproduce or arrange for the reproduction and distribution of such information in sufficient quantities and in both English and Spanish language versions, when requested, to continuously accommodate the needs of their respective insured employers and members in order to comply with this section and shall provide such information to such insured employers and members therefor." The Director of the Division of Workers Compensation provides the same information to each of the approved self-insured employers.

Effective December 1, 1993, every employer is under statutory requirement to provide a copy of form K-WC 27 or K-WC 270 to injured employees. K.S.A. 44-5,102(a) states:

"Immediately on receiving notice of injury to or death of an employee, the employer shall mail or deliver to the employee or legal beneficiary" form K-WC 27 or K-WC 270 provided by the Director of the Division of Workers Compensation.

In an effort to continue assisting employers in reaching compliance, the division encourages employers to make copies of these two-page forms (without changing the content). Employers should contact their insurance company if they haven't received this material or visit the Division of Workers Compensation website.

Recurring questions from employers have been: "How do we prove that we gave the employee a copy of the form? Do we have to send it certified? Do we have to make them sign a piece of paper stating they received the form?"

Most employers keep a personnel log on employees. Generally, an entry in the log stating there was an alleged injury on this date and that a K-WC 27 or K-WC 270 form was given or sent to the employee should be adequate documentation of compliance with the requirement.

Questions regarding the form and its usage can be directed to the Ombudsman unit as shown below. A Spanish interpreter is available to explain the form if an employer/employee needs assistance in Spanish.